LANGUAGE CENTRE COMMITTEE OF MANAGEMENT
CULP TEACHERS’ OFFICE, TUESDAY 01 NOVEMBER 2016, 2.00PM

Present: Professor C Young (Chair), Mr A Drury (Secretary), Professor Z Barber, Dott C Domenici, Ms R Huldisch, Dr Y Liu and Ms J Wyburd

Apologies: Dr J Aitken, Dr J Fuld, Dr A Kabla, Dr J Kelly and Dr T Tiffert

1. Welcome to New Members
The Chair welcomed Ms Huldisch and Dr Liu as the new representatives of CUSU and the School of Humanities and Social Sciences respectively.

2. Minutes of the Previous Meeting
The Minutes of the meeting held on Tuesday, 17 May 2016 were approved as an official record of the proceedings.

3. Matters Arising and for Report
All items were covered elsewhere on the agenda.

4. Standing Items
(a) Academic English Literacy Test
The Committee received a brief update on recent developments (LCCM.16.01). Ms Wyburd confirmed that the partners in the project were awaiting the results of market research before seeking a high level meeting between the Language Centre, the Admissions Testing Service (Cambridge Assessment) and Vice-Chancellors’ Office to discuss the future of the project.

(b) Fundraising
Ms Wyburd reported on a series of meetings with Heads of School. A number of useful connections were made around the Language Centre’s role in Researcher Development but Schools felt unable to explore fundraising activity outside of their own core requirements at present.

(c) Director’s Report
Ms Wyburd gave a verbal update on activity since the last meeting highlighting some staff changes and drawing particular attention to the Language Centre’s involvement in recent outward facing events with the African Film Festival and the Centre for South Asian Studies.

5. Draft Annual Report 2015-16
The Committee reviewed the draft annual report for 2015-16 (LCCM.16.02) in advance of circulation to the wider University community and agreed that it was a good reflection of the work achieved during the last year.
The Committee discussed the possibilities for packaging together areas of work into cross-cutting themes or project areas (e.g. “Languages for Fieldwork”) which may appeal to funders.

Action: Mr Drury to circulate Annual Report across the Collegiate University

6. Project Reporting
   (a) Languages Framework
   The Committee received a report on the Arts, Humanities and Social Sciences Languages Framework (LCCM.16.03). Ms Wyburd reported that the framework had now been running successfully for several years and additional funds were being sought to expand the programme of activity.

   (b) Widening Participation Projects
   The Committee received a report on the first of three years in this WPPF funded project (LCCM.16.04) run in partnership with the Faculties of Asian and Middle Eastern Studies and Modern and Medieval Languages. The report was received positively and Committee members were pleased to hear that all of the partners in the project were working together to create the new post of Languages Outreach Officer on a part-time basis for 1 year in the first instance.

7. CULP Examiners Minutes and Reports from Externals
   The minutes of the CULP Examiners Meeting of Wednesday, 04 May 2016 (LCCM.16.05) and reports from the External Examiners (LCCM.16.06) were received. The Committee offered its congratulations for the excellent feedback from External Examiners.

   The Committee was concerned to learn that CULP Awards no longer appeared on student transcripts and were alarmed to hear that this situation had come about with absolutely no consultation with the Language Centre or this Committee. The Committee asked Ms Wyburd to investigate the situation further with the Student Registry and report back.

   Action: Ms Wyburd to discuss CULP Award with Student Registry

8. New CULP Courses
   The Committee received a report from the CULP Director (LCCM.16.07) giving details of new courses being piloted in Michaelmas term 2016 and Mr Radić discussed the rationale for piloting these.

9. Risk Register
   The Committee reviewed the Language Centre Risk Register (LCCM.16.08) and agreed that no changes were required at this time.

10. Dates of Next Meetings
    The next meeting will be held on Tuesday, 07 February 2017 from 2.00pm, Seminar Room G, 17 Mill Lane.